

United States Environmental Protection Agency  
POSITION DESCRIPTION COVER SHEET

1. DUTY LOCATION  
CHICAGO, IL

2. POSITION NUMBER  
E1719XW

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify his Position

same as listed

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS	028	13	007
4. SUPERVISOR'S RECOMMENDATION	ENVIRONMENTAL PROTECTION SPECIALIST	GS	028	13	

5. ORGANIZATIONAL TITLE OF POSITION (if any)  
WETLAND ENFORCEMENT EXPERT AND NPS COORDINATOR

6. NAME OF EMPLOYEE  
CHARLES ORZEHOSKIE

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY

c.

b. REGION 5

f.

c. WATER DIVISION

g.

d. WATERSHEDS AND WETLANDS BRANCH

h. EPAYS Organization Code: 90562007

8. SUPERVISORY/MANAGERIAL DESIGNATION

— [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.

— [A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.

— [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

— [B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

X [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor  
KEVIN PIERARD, CHIEF  
WATERSHEDS AND WETLANDS BRANCH

d. Typed Name and Title of Second-Level Supervisor  
JO LYNN TRAUB, DIRECTOR  
WATER DIVISION

b. Signature

c. Date.

e. Signature

f. Date

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. ☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

b. Fair Labor Standards Act  
☐ Nonexempt ☒ Exempt

c. Functional Code

d. Bargaining Unit Code

e. Check, if applicable:

☐ Medical Monitoring Required

☐ Extramural Resources Management Duties ( % of time)

f. Signature

g. Date

11. REMARKS

## POSITION DESCRIPTION

Environmental Protection Specialist GS-028-13

Position Number:

Organizational PD Code: WWEPS-13CO

**BACKGROUND:** This position is in the Watersheds and Wetlands Branch. The Branch is responsible for the TMDL Program, Non-point Source Program, and Wetland Programs for Region 5. The TMDL Program identifies impaired water bodies within each state, establishes TMDLs by calculating non-point source loads and point source waste load limits. The wetland program oversees the State of Michigan's permit and enforcement programs, handles direct federal wetland enforcement, provides technical input on wetland grants, implements and coordinates partnership activities to preserve, restore and enhance wetlands. The NPS program provides assistance and direction to states and tribes on technical and programmatic aspects of NPS management practices and coordinates national and regional policy for the program. The program also coordinates and provides technical and programmatic input to the NPS grants process.

The Branch also coordinates the watershed approach for the Division.

Under the legislative authority of Section 404 of the Clean Water Act, work includes responsibility for effective protection and restoration of the nation's wetlands and associated ecosystems, including shallow groundwater and free-flowing streams. The wetlands program focuses on developing the science and standards necessary to protect wetlands and providing support to state, local and other partners in protection and preserving wetlands.

Under the legislative authority of the Clean Water Act, work involves responsibility for hydrologically defined drainage basins or watersheds. This includes identifying the primary threats to human and ecosystem health within the watershed; involves the people most likely to be concerned or most able to take action (e.g. local, state, and tribal governments); and includes taking corrective actions in a comprehensive, integrated manner once solutions are determined. This approach encompasses all waters, surface and ground, inland and coastal, within a defined watershed.

**INTRODUCTION:** The incumbent serves as wetland enforcement expert in the Watersheds and Wetlands Branch of the Water Division reporting directly to the Branch Chief. The incumbent is responsible for: Branch wetland enforcement activities specifically including technical and procedural aspects of individual enforcement actions; enforcement targeting and prioritization; working with the national program to develop tools to streamline and assess wetland enforcement accomplishments; and, assisting state programs in development of technical or programmatic aspects of wetlands programs. The incumbent also assures coordination with other Water Division enforcement managers, Office of Regional Counsel, and other agencies and programs which share responsibility for wetland protection. The employee also serves as a non-

point source program coordinator for one or more states The incumbent is responsible for technical review of grant proposals, grant reports under Section 319 of the CWA and for providing technical assistance to state and tribal non-point programs.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

Communicates with a variety of in-house organizations, other government agencies, contractors, grantees, and/or private institutions on topics related to the subject of a study or investigation for the purpose of gaining information and corroborating on findings. Prepares written reports on investigations, studies and projects, or applies knowledge of the technical/administrative rules and procedures applying to projects and programs to maintain documentation, and prepare analyses and reports of findings.

Gives oral and/ or written reports on study results, findings and recommendations. Delivers oral briefings to a variety of individuals and groups in both informal and formal settings such as conferences and symposia.

#### **Prepares Reports and Recommendations**

Prepares written and oral reports, answers questions, and makes suggestions and recommendations to the supervisor for inclusion in a comprehensive report on study findings. Prepares a wide variety of charts, graphs, manuscripts, spreadsheets, etc. to report on study results. Prepares reports and recommendations as senior administrative expert. Reports include descriptions of study methods, the interpretation and report of findings, and recommendations. Evaluations and recommendations are accepted by others as those of an administrative expert in that area, and may involve highly-controversial issues. Participates in development of policies and procedures for the agency. Represents the agency or the study program before public bodies on controversial subjects including testimony in Civil and Administrative hearings as an expert witness.

Personally prepares or directs the preparation of reports, which include charts, graphs and other tabular representations of data, with narrative descriptions of the study methodology, findings, and problems encountered.

Personally prepares reports, which include charts, graphs and other tabular representations which documents enforcement program performance and environmental outcomes.

#### **Consults with Other Professionals**

Seeks guidance from other professionals and scientists for unusual work assignments, provides guidance to lower-level staff members, or provides guidance for others working in the same field or areas of technical/administrative expertise. Serves as an authoritative source of consultation for other program specialists in the agency. His or her work has a direct impact on the specialized field involved, and affects the nature of the parent program, and has an indirect effect on related programs. Provides advice and assistance to a variety of other groups in the agency. Provides guidance to lower graded employees. Brings creative direction by attendance at conferences, meetings and lectures on subjects relevant to the mission of the Water Division. Collaborates with other administrators at the national and international level in order to further

the work of the organization. May present lectures and seminars on his or her area of expertise.

Consults with Water Division Enforcement managers and Office of Regional Counsel on overall program performance, procedures, and reports, as well as on complicated technical and programmatic aspects of individual enforcement cases.

#### Program/Project Management

Provides advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Serves as a technical authority in providing expert advice and assistance to state, local and/or tribal governments on matters relating to the development, execution and monitoring of the most complex and politically sensitive environmental protection policies, plans, and programs. Develops and/or analyzes proposals for new or revised environmental protection regulations and determines their impact on air, water, and/or land resources. Responds to inquiries from congressional representatives and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

#### Participates in Program Aspects of Wetlands Programs

Provides administrative guidance and leadership to international, national, state, and/or local government agencies, universities, health-related organizations, private and public foundations, etc., with regard to agency programs involved in developing new methods for wetland delineation, and measurement of quality and quantity of wetlands. Consults on wetlands program issues for a wide variety of individuals and groups. Participates in planning for training related to the work of the organization. Serves as a recognized authority or consultant for wetlands programs, studies, or issues which are considered to be among the most difficult and complex in terms of their administrative or technical implications. Develops and coordinates the sharing of materials related to new methods of documenting wetlands impacts and restoration efforts. Provides consultive services when there are unusually-demanding problems or issues. Provides administrative and programmatic support to states in the development of complimentary wetland programs.

Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Communicates with colleagues, agency management, and other contacts concerning wetland regulatory issues associated with permits, enforcement and compliance assistance. Writes study proposals, project plans, publications, findings, etc.

Performs program administration work, such as, data management, technical input to contract or grant efforts, or environmental liaison work, in order to accomplish the assigned environmental management and protection duties.

#### Grants/Cooperative Agreements/Interagency Agreements

Exercises management responsibilities for grant, cooperative agreement, and/or interagency agreement activities related to the initiation, administration, and/or close-out of grants, cooperative agreements, and/or interagency agreements (IAGs), including responsibility for

monitoring performance. Manages a variety of highly complex and typically long-term grants/cooperative agreements/IAGs, entailing the coordination of efforts and the resolution of conflicting and controversial high profile issues with a number of parties both within and outside the agency. Exercises definitive technical authority regarding audit issues and disputes. Analyzes and revises grant related regulations and policies.

#### Technical Analysis

Uses analytical methods and techniques to analyze a wide range of environmental protection, and/or environmental management issues. Performs quality control functions by reviewing and evaluating technical analyses, studies, sampling, or other forms of data processed by others, within or outside EPA, for technical adequacy and acceptability. Disseminates technical information through oral briefings, written documents, and/or public hearings to provide information on significant analytical methods, sampling techniques, etc., related to the wetlands program. Reviews and evaluates data submittals and/or requests involving ISIS. Advises appropriate personnel as to the adequacy/accuracy of data/processes and/or the appropriateness of requests, and provides technical assistance where applicable.

#### Environmental Data Analysis

Performs work related to the conduct of studies of diverse environmental issues and the tracking and monitoring of results. Formulates and directs the development and implementation of long-range analytical and managerial studies which guide difficult policy and managerial decisions in the design and implementation of information dissemination. Utilizes analytical techniques which may be controversial or unconventional to conduct studies, evaluate results, and provide impact analyses of available strategies.

#### Environmental Liaison

Performs liaison work with individuals in a variety of organizations on legislative proposals, regulations, policies, program issues, resources, etc. Performs liaison work by facilitating resolution of funding, program and regulatory issues. Serves as a troubleshooter. Duties may include the preparation of planning and environmental documents (environmental impact statements, environmental assessment, executive summaries, public involvement documents, and working papers) and participating in public meetings.

Gives oral and/ or written reports on study results, findings and recommendations. Delivers oral briefings to a variety of individuals and groups. Provides facts about wetlands and water resources and water management alternatives to the public, legislative bodies, urban planners, the courts, the engineering and scientific community, and industry so that reasonable decisions and judgments on wetland and water-related problems may be made.

#### Regulation Review/Implementation

Reviews and implements environmental technical standards, guidelines, policies, and formal regulations. Drafts and recommends regulatory policies and directives for implementation in the regional wetlands program area.

#### Factor 1-8 Knowledge Required by the Position 1550 Points

Broad knowledge of the Clean Water Act programs and activities. Knowledge of EPA programs and policies. Knowledge of the Water Division procedures, processes and practices.

A high level of technical knowledge in the area of wetland management.

Mastery of specialty areas in the field encompassed by the position sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents, and methods to solve a variety of administrative/technical problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major administrative/technical issues. The position requires a mastery of applicable environmental statutes and regulations.

Expert knowledge of Federal, State, and local laws and regulations, documentation and reporting requirements, and lawmaking or rule making processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs.

The position requires a mastery of applicable environmental statutes and regulations.

Expert knowledge of grant, cooperative agreement, and/or interagency agreement activities related to the technical aspects of initiation, administration, and/or close-out of grants, cooperative agreements, and/or interagency agreements (IAGs).

Requires understanding of concepts in the field of public policy, including economics, environmental laws and regulatory programs and the missions and roles of state, federal and non-governmental organizations.

#### Factor 2-4 Supervisory Controls 450 Points

The employee reports directly to the Branch Chief, Watersheds and Wetlands Branch.

The environmental protection specialist, having developed expertise in a particular program or functional area (e.g., municipal solid waste, land disposal, environmental information management) has continuing responsibility for independently planning and carrying out important environmental protection programs or projects; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy in terms of established objectives. The specialist keeps the supervisor informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in meeting objectives.

#### Factor 3-4 Guidelines 450 Points

Technical, regulatory, and policy guidelines are often broad and nonspecific. The specialist is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

#### Factor 4-5 Complexity 325 Points

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering and/or scientific and management requirements. The work requires originating innovative management techniques, establishing criteria and standards applicable to wide range of management problems and conditions, or developing new administrative concepts or approaches that advance the state-of-the-art.

#### Factor 5-5 Scope and Effect 325 Points

The work includes the resolution of a broad range of critical or highly unusual administrative problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The specialist serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of activities and broad policy issues.

#### Factor 6-3 Personal Contacts 60 Points

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

#### Factor 7-3 Purpose of Contacts 120 Points

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

#### Factor 8-1 Physical Demands 5 Points

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle. The employee works in the field inspecting and observing wetland areas.

The employee must successfully complete 24 hours of classroom safety training and must hold

Regional certification that she/he has met this requirement. The employee must take 8 hours of refresher safety training each year.

The employee will be required to maintain a valid state driver's license.

**Factor 9-1 Work Environment 5 Points**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There are occasional exposures to moderate risks associated with field investigations of wetlands and riparian areas.